

MONROE COUNTY

JOB DESCRIPTION

Position Title: MAINTENANCE MECHANIC

Date: 12/18/98

Position Level: 4

FLSA Status: Nonexempt

Class Code: 4-1

GENERAL DESCRIPTION

Primary function is to perform semi-skilled work in assisting in repairing and maintaining property and grounds using a variety of machines, tools and equipment.

KEY RESPONSIBILITIES

1. Assists Electricians, Carpenters, Painters, Plumbers, etc., in the repair and maintenance of property and grounds.*
2. Performs landscaping duties.
3. Paints as required.
4. Assists in electrical work as required (replacing ballast's, plugs, switches, etc.)
5. Drives County vehicles transporting tools and equipment to worksite.
6. Cleans buildings, sweeping, mopping and cleaning windows.
7. Replaces worn or damaged parts in hoses, equipment and machines.
8. Maintains air conditioning units.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: MAINT MECHANIC	Class Code: 4-1	Position Level: 4
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.
<i>Communication with Others:</i>	Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires Florida Drivers License. CARD SOUND POSITION - Requires Florida Commercial Drivers License "Class B". THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____